



KOUKAMMA LOCAL MUNICIPALITY

TENDER NOTICE AND INVITATION TO TENDER FOR THE FOLLOWING PROJECTS:

PROJECT NAME	MINIMUM REQUIREMENTS
Bid No. 03/2026 – Provision of Legal Services for a period of 3 years.	1. Conveyancing Key Personnel: An admitted attorney with an LLB qualification and at least 5 years' experience as an attorney, including legal advisory and conveyancing services for local government. The attorney must be registered with the Legal Practice Council. Similar Projects: At least three (3) conveyancing projects undertaken for local government. Registration: The firm must be registered with the LSSA. 2. Debt Recovery Key Personnel: An admitted attorney with an LLB qualification and a minimum of 5 years' experience as an attorney, including legal advisory and debt recovery services for local government. The attorney must be registered with the Legal Practice Council. Similar Projects: At least three (3) debt recovery projects undertaken for local government. Registration: The firm must be registered with the LSSA. 3. Labour Law Key Personnel: An admitted attorney with an LLB qualification and at least 5 years' experience in legal advisory and labour law services for local government. Must be registered with the Legal Practice Council. Similar Projects: A minimum of three (3) labour law projects undertaken for local government. Registration: The firm must be registered with the LSSA. 4. General Legal Advisory Services Key Personnel: An admitted attorney with an LLB qualification and a minimum of 5 years' experience in general legal advisory services for local government. Must be registered with the Legal Practice Council. Similar Projects: At least three (3) general legal advisory projects undertaken for local government. Registration: The firm must be registered with the LSSA <i>(Bidders have an option to choose one of the listed disciplines or bid for all)</i>
Bid No. 04/2026: Provision of Recruitment Background Screening Services for a period of 3 years.	1. Company Operational Experience - A company must have operational experience of at least 4 years. 2. Experience in Projects A minimum of 3 Projects in the background screening and security vetting environment or similar services. 3. Key Personnel Contract Manager: - Must have a relevant NQF Level 6 qualification plus 5 years' relevant experience. 4. Methodology: A detailed methodology must be submitted by the bidder

NB: Bidders must submit all supporting documentation necessary to meet specific minimum requirements as stipulated in detail in the bidding document and only bidders who meet the specific minimum requirements will be considered responsive and be evaluated further based on Price and Municipal Specific Goals.

The physical address for collection of tender documents is: The Koukamma Local Municipality, 05 Keet Street, Kareedouw, 6400, upon presentation of a receipt proving prior payment of a non-refundable fee of **R 350** (inclusive of VAT), having been made (Cash or bank guaranteed cheque only). **Tender documents will be available from 09H00 on Wednesday, the 28th of January 2026.** Contact person regarding collection of these documents is ZP. Mdingi, Tel No: 042 288 7257, email: zintle.mdingi@koukamma.gov.za.

Tenders shall be placed in a sealed envelope, endorsed with the correct **Project Name, and Bid Number** for the project, and be placed in the Tender Box at the Municipal Offices, **05 Keet Street, Kareedouw, 6400**, not later than **12h00 on Friday, the 27th of February 2026**, at which time the tenders will be opened in public. Tenders are to be submitted on the tender documentation provided by the Municipality. Telegraphic, telexed, faxed, or emailed tenders will not be considered. Tenders that are not submitted in properly sealed and marked envelopes and/or deposited in the tender box as prescribed in this notice on the date and time indicated will **NOT** be opened or considered.

Bids will be evaluated and adjudicated according to the following criteria:

- Specific Minimum Requirements:** Tender offers will only be considered responsive if the specific minimum requirements are achieved.
- 80/20 preference points system will apply in terms of the Preferential Procurement Regulations of 2022 , 80 for price and 20 in terms of the Municipality's specific goals as clearly outlined in the tender document and in our SCM policy that can be found at www.koukammamunicipality.gov.za. Bidders must attach a recently downloaded full CSD report, and directors' ID copies of the entity to secure points on Specific Goals.
- The guidelines for locally produced or manufactured goods with a stipulated minimum threshold where applicable will be applied.
- Bidders are required to attach their **Tax Clearance Certificate, Statement of Signatory, valid Workmen's Compensation Registration Certificate, Municipal Billing Clearance Certificate or Valid Lease Agreement, latest downloaded CSD Report, JV agreement & other compliance documents of the JV partner, Company Registration Certificate, the bidder is required to comply with all the tender requirements and the Tender Document must be completed in full and signed where required.**
- In case of Joint Venture, all parties in the Joint Venture are required to submit both of their compliance documents listed above.
- All Entities whose contract was terminated by the Municipality for poor performance or contravention with the terms of contract in the past 5 years, will be disqualified.
- NB: No tenders will be considered from persons in the service of the state and bidders must not be in the list of restricted service provider by National Treasury.**
- The Municipality reserves the right to accept a tender in full, partially, or not at all and is not obliged to accept the lowest tender received, And the Municipality reserves the right to scale down on the scope of work for the contract value to fit into the available budget for the 2025/26 financial year.
- A tender must remain valid for a period of 90 days from the closing date for the submission of tenders.
- All **technical enquiries** must be directed only via email to the municipal Acting Community Manager, Ms Miranda Witbooi at miranda.witbooi@koukamma.gov.za for Bid No. 03/2026, and Mrs Nadia Human Stokwe at nadia.human@koukamma.gov.za for Bid No. 04/2026.

Mlamli Zenzile
Acting Municipal Manager